Position Description

Title: Finance Officer HEW Level: HEW 6
Faculty/Office: Finance Position Number:
Department/Team: Financial Control and Treasury Date: March 2019


ORGANISATIONAL CONTEXT
The Finance division provides a broad range of Financial Services to support the University’s mission of teaching and research. Within the Finance division, the Financial Control and Treasury department drives strong financial governance over the University’s financial results, provides external reporting to government and grant funding bodies, manages cash liquidity, debt and investment needs, ensures adherence to external Accounting Standards, performs complex financial asset valuations, manages the University Fixed Asset register, and supports the academic community in managing projects through their financial life-cycle and reporting on external research grants.

This role helps produce timely and accurate University financial results (parent and Group) and produces information for external auditors. The role liaises with colleagues in the Faculties and Offices to deliver timely capital additions and disposals, participates in asset verification rotational programs, maintains accurate asset information and performs desktop analysis of the Fixed Asset Register.

The role completes timely, high quality Balance Sheet reconciliations and other financial analysis and improvement projects.

ORGANISATION CHART

Director Financial Control and Treasury

Finance Manager - Controlled Entities

Finance Manager - Research Reporting

Finance Manager - Group Financial Reporting & Fixed Assets

Head of Tax & Treasury

Senior Finance Manager - Financial Controls & Compliance Manager

Senior Financial Accountant

Finance Officer

Financial Accountant

team

team

team
### KEY ACCOUNTABILITIES

**REPORTING**
- **Month-end:** support month-end close activities, including timetabling and preparation of assigned monthly journals and balance sheet reconciliations.
- **Month-end:** review and load Group trial balances into statutory software and maintain reporting hierarchies in support of external statutory reporting.
- **Group consolidation and elimination:** identification and review of inter-company transactions and resolution of differences, preparation of inter-company elimination trial balances, creation of inter-company reporting.
- **Chart maintenance and reconciliation:** perform general ledger account creations and maintain timely reconciliations between internal reporting hierarchies.
- **Statutory Audit:** Complete assigned audit deliverables.
- **Balance Sheet reconciliation system:** Perform system administrator duties including data loading, maintenance of reconciliation meta-data, user access and user assignments to accounts.

**FIXED ASSETS**
- Complete monthly capitalisation of assets to the Fixed Assets Register.
- Bi-monthly review of non-capitalised equipment and minor assets to identify eligible items for capitalisation.
- Perform assigned physical inspection asset stocktakes during the year.
- Provide information to support the valuation of high-value assets.
- Improve processes in capitalisation and reporting of capital spend.
- Complete desktop analysis of physical assets.
- Support compliance with Capital Asset policies.

**OTHER**
- Create and improve process documentation within department.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

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<tr>
<th>Reports to:</th>
<th>Finance Manager – Group Financial Reporting &amp; Fixed Assets</th>
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</table>
| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | University faculty and offices staff  
Relevant staff members in other offices or departments  
External reporting contacts  
Audit Office NSW |
| Other Key Relationships: | Other staff members in own office or department  
Immediate team members |
| Budget Accountability | Nil. |
| Role-specific Conditions: | Criminal check |
| Scope and autonomy | Within defined parameters, adapts and develops processes, procedures, systems and / or techniques that impact how work is performed. |
| Problem solving | Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and / or techniques |
# CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Service Focus</strong>: Making stakeholders, staff, key contacts and their needs a priority.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
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**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

**Qualifications:**
Bachelor Degree in Accounting / Finance or extensive experience.
CPA (or equivalent) highly desirable, or close to qualification.

**Other required knowledge:**
Strong understanding of accounting principles and procedures.
Strong Excel skills, with experience of analysing, manipulating and summarising large volumes of data in a robust and controlled manner.
Ability to identify problems and provide solutions using established polices / procedures and seek appropriate guidance when problems are complex or beyond scope of major responsibilities.
Ability to manage competing priorities.
High level of verbal and written communication skills.

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

Significant month-end experience and financial management experience in a large organisation.
Experience in maintaining a Fixed Asset Register.
Experience in inter-company accounting and creation of consolidated accounts.
Experience of completing high-volume financial activities that require both judgement and high levels of accuracy.
Experience in policy and procedures development relating to finance process.
Demonstrated understanding of the finance function and organisational structure of a University or similar large complex organisation.
Experience in identifying and delivering process improvement and efficiency initiatives.
Use of large computerized financial systems (Finance One system knowledge helpful but not essential).